



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

August 6, 2004
DT-04-024

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Washington, DC Ethics Courses offered in September

The U.S. Office of Government Ethics (OGE) will conduct free introductory ethics courses in September in Washington, DC. Please forward this training announcement to your ethics officials so that they may register for the courses. The course dates, names and descriptions follow:

Tuesday, September 14, 2004:

450 Review Course 9:00 a.m. - 3:30 p.m.

Wednesday, September 15, 2004:

Gifts between Employees 10:00 a.m. - 12:00 noon
Gifts from Outside Sources 1:00 p.m. - 3:00 p.m.

Wednesday, September 22, 2004:

450 Review Course 9:00 a.m. - 3:30 p.m.

Thursday, September 23, 2004:

Seeking Employment 10:00 a.m. - 12:00 noon
Post Employment 1:00 p.m. - 3:00 p.m.

COURSE LOCATION:

U.S. Office of Government Ethics (OGE)
Suite 500 - 5th Floor
1201 New York Avenue, NW
Washington, DC 20005
TEL: 202-482-9300 press "O" (Receptionist)

COURSE DESCRIPTIONS:

450 Review Course. This course explains how to complete a technical review and conflicts of interest analysis of each of the five parts of the confidential financial disclosure report. Attendees also learn solutions for any real or potential conflicts and apply this knowledge by analyzing Pete Moss' OGE Form 450, using various review aids, such as prohibited sources list.

Gifts Between Employees. This course helps participants determine who employees may give gifts to and receive gifts from, identify the general standards for gifts between employees, differentiate between the categories of gift exceptions, and discover the circumstances under which employees may solicit and/or make contributions for a gift. Course format includes lecture, practical exercises, independent reading, and case studies.

Gifts from Outside Sources. This course explores the inherent pitfalls when federal employees receive gifts from outside sources and identifies what constitutes prohibited gifts from outside sources. Course format includes lecture, practical exercises, brainstorming, discussion, and case studies.

Post Employment. This course provides an overview of the post-employment statute, 18 U.S.C. § 207, as well as a step-by-step methodology for analyzing post-employment situations. Course format includes lecture and practical exercises.

Seeking Employment. This course helps participants determine whether employees are participating personally and substantially in a particular matter that would have a direct and predictable effect on the financial interests of a prospective employer, determine whether the employee's activity(ies) constitutes seeking employment, and identify appropriate remedies for possible conflicts. Course format includes lecture, brainstorming, practical exercises, independent reading, and case scenarios.

COURSE REGISTRATION DEADLINE/CONFIRMATION:

Anyone wanting to attend any of the listed courses **MUST** register by e-mailing Gwen Cannon-Jenkins at gcannon@oge.gov and provide:

- your name
- your agency name
- course(s) selection(s) and date
- phone number
- e-mail address

The registration deadline is 5 days before the class date or until each class is full, whichever occurs first. E-mail confirmations are sent to registrants prior to the course date.

For any additional information about OGE training courses, please contact Sheila Powers, Training Coordinator, via e-mail at sapowers@oge.gov.